
Request for Nominations

"Excellence in Downtown Revitalization Awards"

Nominations due March 3, 2004

The Washington State Department of Community, Trade and Economic Development invites you to submit nominations for outstanding achievements in six areas important to comprehensive downtown revitalization efforts. Awards will be presented during a special banquet and celebration at the *Eighteenth Annual Downtown Revitalization Training Institute* May, 2004. Those submitting award nominations and nominees are highly encouraged to attend. Anyone from a Tier System Network community may submit nominations. Call 360-725-4056 if you're not sure whether your community has signed into the Tier System.

A jury of downtown revitalization peers will review nominations to evaluate how the projects meet the criteria described under each category as well as the following general criteria:

IMPACT	COST EFFECTIVENESS	LOCAL APPROPRIATENESS
Achieves maximum impact on a commercial district revitalization effort	Demonstrates efficient use of available local resources	Reinforces and capitalizes on the unique assets of the local community

For each nomination, provide the following information on 8 1/2 x 11 inch sheets. In addition to the information listed below, make sure and provide specific information requested in the award category descriptions found on Page 3. Please limit your written response for each nomination to four pages using a minimum of 11 point type.

General Information

- Award category.
- Name of nominee.
- Title of project or activity.
- Name, address, telephone number, and email address of person submitting nomination.
- Identify local media and provide fax numbers and email addresses so we can send a press release about award winners.

Project Summary

In one or two sentences, please provide a brief summary of the project or activity.

Project Background

Describe the need and context for the project or activity.

Project Description

Describe the activities that took place to achieve the final result or product. Include the project budget and timeframe.

Effectiveness

Describe the impact, cost, effectiveness, and local appropriateness of the project or activity.

Conclusions

Tell us why you believe this project should receive an award over other projects that may be submitted in this category.

SUBMITTAL INFORMATION

- Provide two to five slides and/or digital images on disk for each nomination submitted. Two to five photographs may be submitted in addition to the required slides/digital images. Clearly label and number each slide and photograph submitted. If necessary, attach an 8 1/2 x 11 inch sheet with *brief* corresponding descriptions and photo credits. Slides, photos, and digital images being submitted with your entries become the property of CTED and may be used for future presentations and publications.
- Provide five (5) copies of each application and supporting materials described under the award category on page 3. Do not send unrequested items. Note that only one set of slides is required for each nomination.
- A video of up to 3 minutes in length may be submitted in addition to the required materials when it is necessary to show the full scope (or ambiance) of the project. Videos being submitted with your entries become the property of CTED and may be used for future presentations.
- Fasten together application and supporting materials with a paper clip or staple. Remember, five sets of each nomination packet are required. If you are submitting nominations for more than one category in the same envelope, please group the nomination packets together by category. Put slides and photos in a clearly marked envelope or clear plastic 8 1/2 x 11 inch slide sheet and place on top. No folders, please.
- All nominations must arrive at the Department of Community, Trade and Economic Development **by 3 p.m. on March 3, 2004**. Late nominations will not be considered.
Address: Downtown Revitalization Program, CTED
128 10th Ave. SW
PO Box 42525
Olympia, WA 98504-2525
(*Hand-delivered nominations must be delivered to the fourth floor receptionist.*)
- A maximum of two projects or activities may be nominated in each category.
- Each project or activity may only be nominated in one category.
- Faxed materials will not be accepted unless specifically requested by CTED staff.
- Entries, slides, photos, and other supporting materials will not be returned.
- The jury reserves the right to eliminate categories if a reasonable number of worthy nominations have not been submitted in a given category.
- For purposes of this award, "downtown" is defined as the pedestrian-oriented commercial district in a community. Traditional neighborhood commercial districts are eligible.

For additional information, contact Susan Kempf at 360-725-4056.

AWARD CATEGORY DESCRIPTIONS & SPECIFICS

To be eligible, all projects and activities must have taken place or have been completed between January 1, 2003 and March 1, 2004. Please see page one for general information to include with each nomination.

Outstanding Public Partner

This category recognizes excellence in public sector participation in downtown or neighborhood commercial district revitalization efforts. Nominations should demonstrate that a public partner has gone above and beyond normal participation in a local revitalization effort. This can include, but is not limited to: monetary, in-kind, staff, or legislative participation in a specific project or an on-going revitalization effort. Tell us about any obstacles, hardships, or competing interests that were overcome, as well as the results, the quality of the partnership, and its positive effect on the local revitalization effort.

Best Economic Restructuring Story

This award recognizes a special economic restructuring project or activity initiated by a local economic development organization (i.e., downtown organization, chamber of commerce, EDC, local government) and takes place within a downtown or neighborhood commercial district. Projects can include, but are not limited to: business recruitment or retention efforts, new development, adaptive reuse, or special incentive programs. Be sure to describe how the project or activity was put together, and other pertinent information including who was involved, and what was accomplished.

Outstanding Design Project

This award recognizes design excellence in a single construction or rehabilitation project and includes public and/or private projects. The physical design of the project should enhance the downtown or neighborhood commercial district in appearance or function, and further design improvements. Important factors are design quality, historic preservation, creativity, and impact within budget and other constraints. We'd like to hear about the problems addressed, impacts created, funding source(s), participants and process, and special design considerations. Please include before and after slides. Tips: before/after shots are most effective when taken from the same location/angle. It is also sometimes helpful to show the project in context to its surroundings.

Business Success Story

This award honors a downtown or neighborhood commercial district business that has improved its volume of business through increased sales, product line, expansion, etc. by actively working with a local economic development organization (i.e., downtown organization, chamber of commerce, EDC, local government). This nomination requires a statement from the business owner stating how the local organization helped their business. Attach a statement written by the business owner up to one page in length.

Outstanding Achievement in Promotion

This award recognizes excellence in promoting a downtown or neighborhood commercial district through creative and effective image campaigns, special events, retail sales, and other promotional projects that help spread the word about the community's center. Tell us about the cost, funding source(s), target audience, and goal of the promotion. Describe the role of the business community before, during, and after the event (if applicable). Don't forget to mention significant in-kind donations and sponsorships. Please attach posters, brochures, flyers, and/or image materials produced as supporting material.

Outstanding Special Project

Special Projects include fundraising activities, customer service programs, and other great projects or activities that don't fit into other categories. This award will recognize a special one-time project or activity that affects a downtown or neighborhood commercial district revitalization effort in some way. Tell us about the type of project (e.g. fundraiser), and the goals of the project and how they were met or exceeded. Be sure to describe how the project was organized, who was involved, the cost, and what was accomplished.